

Tameside Training Consortium - Constitution

Outline of aims, objectives & constitution

Primary aim:

To develop the existing consortium to include Adults & Early Years private, voluntary and independent sector employers in order to achieve a competent workforce that meets the requirements of the relevant regulating bodies and supports quality delivery benefitting service users within each sector.

The Partners:

Tameside MBC
Voluntary and third sector in Tameside
Care Homes in Tameside
Homecare providers in Tameside
Housing providers in Tameside

Private day nurseries and preschools in Tameside
Child minders in Tameside

Consortium Objectives:

- To provide employers with up to date information relating to
 - Care Act
 - National and local strategies
 - Locally available training opportunities
 - TMBC and CCG structures
 - CQC and Ofsted updates
 - Department for Education guidance

To support the council in meeting its statutory duties of providing information, advice and training to providers of adults & childcare and to support the sufficiency of quality childcare for funded children and working parents

- To create and maximise training/learning opportunities across the consortium
- To ensure that training provision commissioned by the consortium represents value for money
- To promote standardised levels of training consistent with recognised good practice
- To create a knowledge base of funding opportunities and remain proactive in seeking such resources.
- To ensure a consistent level of quality in training provision and improve standards of training.

- To maximise the resources available:
 - Training opportunities
 - Training materials
 - Training grants/funding opportunities
 - Training venues
 - Training consultants
- To promote multi–agency training
- To promote innovative and creative approaches to training delivery and learning with particular reference to the needs of the small employers
- To maintain good relationships with training providers and colleges to meet identified training needs and priorities
- To support and assist in meeting objectives relating to recruitment and retention within the sectors
- To promote equality of opportunity across a multi–cultural workforce
- To achieve a well-trained effective workforce across sectors

Terminology

In this document:

- The “Consortium” refers to Tameside based representatives of Adult and Early Years employers from the private, voluntary, independent, and statutory sectors
- The Training and Qualification Providers refers to Consortium members’ own training provision and other recommended local training organisations
- The “Members” refers to the individual care home, homecare, supporting people, direct payment recipient, TMBC operational teams and Early Years organisations who form the membership of the Consortium
- The “Steering Groups” refers to two steering groups for Adults and Early Years sector comprising of representatives who define the focus of workforce development
- The “Board” refers to chairs of steering groups and TMBC representation whose focus is to maximise finances by ensuring commonalities are maximised within the commissioning process

1. The Consortium

The Consortium is an association of organisations working together to achieve the mutual purpose identified at the beginning of this document. It has shared responsibilities for the:

- Representation of employers' training and qualifications needs across Tameside
- Creating opportunities to meet those needs
- As part of the Consortiums role, it will link with similar organisations across the Northwest region. Outcomes of such liaison are sharing of good practice and effective approaches to training provision
- Management, administration, liabilities, joint training/qualification, contracts/service level agreements where appropriate

2. Training and Qualification Providers

Through agreed processes of recruitment and funding, Consortium members and their staff will be able to access the following:

- Induction workbooks and training (adults)
- AGMA Virtual College E Learning programmes
- Mandatory and professional development short courses
- Specialist training inputs facilitated by the consortium and delivered by stakeholders
- Recommended QCF and other vocational qualification providers services including training, assessment and verification
- Appropriate and relevant management training and development
- Networks and sector updates events

3. The Members

- The members are organisations that have applied to join the consortium, agreed to the Terms of Reference, signed the Consortium membership application form and paid the appropriate fee.

4. The Steering Groups

The role of the steering group is to:

- Ensure representation of the sector has a voice and input to the training and workforce development in Tameside
- Representing the Consortium at local, regional and national levels where appropriate
- Sharing of information between steering groups and service forums
- The steering group should reflect a wide representation from across all service user groups and be drawn from private voluntary & independent sector
- A Chairperson and Vice Chairperson should be elected three yearly

Quorum: The proportion of attendance in order to be quorate shall be set at four

5. The Board

- The board will represent Adults and Early Years, Adult Social services and TMBC workforce development

- The board will ensure a fair and equal distribution of funding opportunities
- Commonalities between the two steering groups in relation to training, events and conferences will be discussed within this group
- Ensure that the principles of equal opportunities are achieved
- Ensuring the development of policies and procedures for the benefit of both steering groups to implement that will contribute to achieving the purpose of the Consortium

6. Annual Conference

Members of the Consortium will be invited to an annual conference which will inform and disseminate new and upcoming changes in services, local and national strategies and development opportunities.

7. Accounts and Financial Audit

- Funding allocations to the consortium to be identified e.g. SfC, ESF, SFA
- Annual subscription will be paid by all members of the consortium
- The budget will be subject to auditing processes related to the funding received
- An independent accountant has audited the accounts to 2014. With adults steering group agreement, finances will be administered within TMBC as an external account
- Financial administration and management will be in accordance with TMBC policies.

8. Dissolution of the Consortium

The Consortium may be dissolved only by a resolution passed by a three-quarter majority of the Board of the consortium present at a special general meeting convened for the purpose and of which, 21 days' notice has been given to the steering groups. If a motion to dissolve the Consortium is carried, surplus funds and assets (if any) following settlement of all its debts and liabilities will be given or transferred to an organisation with similar aims/objectives. (Comment – does this read clear to everyone?)

9. Amendment to the Constitution

The constitution or any part thereof may be altered from time to time as deemed necessary by the Board. For this purpose resolution passed by a two-thirds majority of voting members present at the meeting will be sufficient to agree amendments.